

FREQUENTLY ASKED QUESTIONS about Attorney Admissions

(updated February 23, 2012)

1. When do I need to be admitted to the 9th Circuit bar?

Any attorney who causes a case to be docketed in this Court or who enters an appearance in this Court, and who is not already admitted to the Bar of the Court, shall simultaneously apply for admission. See 9th Circuit Rule 46-1.2.

2. How can an attorney be admitted to practice in the 9th Circuit?

The application form is available at http://www.ca9.uscourts.gov/datastore/uploads/forms/Atty_Application_and_Oath.pdf, or you may call (415) 355-7800.

You may submit your application in one of two ways:

- a. If you are registered for the 9th Circuit's Appellate ECF system, you may upload your application via ECF and pay with a credit card by logging in to Appellate ECF and clicking on **Utilities > Bar Admission**. Step-by-step instructions can be found in the ECF User Guide at <http://www.ca9.uscourts.gov/datastore/uploads/cmecf/ecf-user-guide.pdf> ; or
- b. Mail the completed application to the Court along with your check for \$230.00 payable to Clerk, U.S. Court of Appeals.

3. How can I find out if I am admitted to the 9th Circuit bar?

Send an email to attorneyadmission@ca9.uscourts.gov, or call the Clerk's office at (415) 355-7800. If you are registered for the 9th Circuit's Appellate ECF system, you can check your admission status by logging in to Appellate ECF and clicking on **Utilities > Bar Admission**.

4. How long does it take to be admitted to the 9th Circuit bar?

You are deemed admitted the day we receive your completed application and remittance. The Court will send you a Certificate of Admission within 4 weeks.

5. Does the 9th Circuit require bar renewal?

No, once you are admitted to the 9th Circuit bar, you are admitted for life.

6. If I am a federal government attorney, do I need to apply for admission to the 9th Circuit?

Yes, you need to apply for admission. Your fee will be waived for the duration of your government employment, and you will not receive a certificate of admission.

7. If I go into private practice after practicing as a federal government attorney, do I need to re-apply for admission?

You do not have to re-apply for admission, but you must pay the \$230.00 fee. You can pay the fee by check payable to Clerk, U.S. Court of Appeals, or log in to Appellate ECF and choose Utilities > Bar Admission. Step-by-step instructions are in the ECF User Guide at <http://www.ca9.uscourts.gov/datastore/uploads/cmecf/ecf-user-guide.pdf>. After you have paid the fee, you will receive a certificate of admission.

8. If I do not have a sponsor, can I request one from the Court?

No. In lieu of a sponsor, you can provide a certificate of good standing from a Federal court, or State Supreme Court that you are admitted to.

9. If I have been disbarred or suspended, how do I get reinstated?

A suspended or disbarred attorney may file a petition for reinstatement with the Clerk. See 9th Circuit Rule 46-2(h).

10. How can I obtain a Certificate of Good Standing?

Send a written request for a Certificate of Good Standing along with a \$18.00 check payable to Clerk, U.S. Court of Appeals. If you are registered for the 9th Circuit's Appellate ECF system, you can request a Certificate of Good Standing and pay by credit card by logging in to Appellate ECF and clicking on **Utilities > Pay Miscellaneous Fees > Certificate of Good Standing**.

11. How do I get a duplicate Certificate of Admission?

Send a written request for a duplicate Certificate of Admission along with a \$18.00 check payable to Clerk, U.S. Court of Appeals. If you are registered for the 9th Circuit's Appellate ECF system, you can request a Certificate of Good Standing and pay by credit card by logging in to Appellate ECF and clicking on **Utilities > Pay Miscellaneous Fees > Dupl. Admission Certificate**.

12. If I am a law student, can I be admitted to the 9th Circuit?

No, but a law student may appear before this court under special circumstances. See the **Requirements for Student Practice** at <http://www.ca9.uscourts.gov> under **Forms/Student Practice Forms**.

13. Are there restrictions for former Court employees to practice in the 9th Circuit?

Yes, please refer to 9th Circuit Rule 46-5.

14. If I change my address, how do I notify the admissions department?

If you are registered for the 9th Circuit's Appellate ECF system, then you must go to <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl> to update the address linked to your ECF account. If you are not registered for the 9th Circuit's Appellate ECF system, then fill out the Change of Address form available at <http://www.ca9.uscourts.gov> under **Forms**, and mail the form to the Court.